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MIRANDA PASTER  
DIVISION MANAGER

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June 7, 2017

Mark Sokol, Board President  
Venice Beach Business Improvement District  
8 Horizon Avenue  
Venice, CA 90291

**RE: SUBMISSION OF BUSINESS IMPROVEMENT DISTRICT (BID) PROPERTY ASSESSMENT DATABASE FOR THE 2018 ASSESSMENT YEAR**

Dear Mr. Sokol:

We have received an Agency Number from the County Assessor for the Venice Beach BID, which allows us to submit the property assessment database for placement on the County of Los Angeles property tax rolls. The assessment database is due from each BID by June 1. However, the Agency Number was needed for us to proceed with the Venice Beach BID.

We now need the Venice Beach BID's assessment database. The BID's property assessment database must be formatted according to the three-column format as shown on the attached sample using Microsoft Excel. Do not total the columns. Government owned parcels are to be included on a separate sheet in the same format, in the same Excel file as non-government owned parcels.

**Note that the database must be formatted as follows:**

- **Have two digits to the right of the decimal**
- **All zero assessment parcels removed**
- **Agency account number is listed just once at the top of the sheet**
- **No totals**
- **No currency formatting**
- **No dashes in the parcels numbers**
- **No hidden rows or columns**
- **No formulas (only numbers and text)**

Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at [Dennis.Rader@lacity.org](mailto:Dennis.Rader@lacity.org).

The BID's property assessment database must be submitted even if there will be no changes for the 2018 assessment year. If your BID's Management District Plan allows for an annual assessment increase and the BID's Board of Directors has authorized an increase, please submit a copy of the Board's authorization, such as a meeting agenda and minutes, along with the BID's property assessment database.

If you have any questions, please contact our Office at (213) 978-1099.

Sincerely,



Miranda Paster, Division Manager  
Neighborhood and Business Improvement District Division

MCP:RMH:rm

Attachment